



Application Form for making a Fees Appeal

Please complete all relevant sections in print or capitals.

1. **About You**

FULL NAME:
DATE OF BIRTH: (DD/MM/YYYY)
STUDENT NUMBER:
COURSES BEING APPEALED:
COMPLETE FEE (From Fee Statement):
OUTSTANDING FEE (IF APPLICABLE)
WHICH OF THE FOLLOWING BEST DESCRIBES YOUR SITUATION? <input type="checkbox"/> Withdrawal from a course (for medical or other reasons) and unable to pay the remainder fee OR previously withdrawn and wish to retake. - Please complete Sections A and C below (and any other you think relevant) <input type="checkbox"/> Currently studying but unable to pay the invoice Please complete Sections A and D below (and any other you think relevant) <input type="checkbox"/> Want to start the course but unable to pay the fee Please complete Sections A and D below (and any other you think relevant) <input type="checkbox"/> Other Please complete Section A below (and any other you think relevant)

2. Your Appeal

A. Reasons for Appeal

B. Supporting statement from tutor if available

C. Medical evidence (please list documents and attach copies of evidence or scanned documents)

D. Financial evidence (please list documents and attach copies of evidence or scanned documents)

3. Signature

Signature:

Date:

Guidelines for 19+ Course Fee Appeals

1. Introduction

Over recent years, the Government has reduced the amount of public funding for adult education for those aged 19+ and the onus has been on the individual to pay for their own course fees, or, if they are aged 24+ and taking a qualification at Level 3 or above, take out an Advanced Learning Loan to pay for their course.

We are fully aware that the decision to study a course here is important and that there are many things to consider, including your academic and career aspirations, personal and family situation and financial circumstances. You need to make a decision that is right for you and ensure that you can commit fully to the course and successfully complete it.

We appreciate that some things such as health and personal circumstances may change during your study and that you may not be in a position to pay fees. The Fees Appeals process is designed to help students who find they are not able to pay their fees and have strong and valid reasons for requesting some financial assistance. New College Swindon has a small budget called Fees Assistance Budget and you may make an appeal to the Fees Panel. Please note, however, that this budget has to go a long way and it is unlikely that we will be able to help with all of your fee – we do require all students to make a financial contributions to their free which is appropriate to their circumstances.

2. How the Fees Panel process works

The Fees Panel meets six times a year to consider appeals. You should appeal using the relevant form and attaching any evidence and your appeal will be considered at the next available meeting. Appeal paperwork can be emailed to Fees.Panel@newcollege.ac.uk or given to Jill Hirst, Fees Co-Ordinator. Decisions are final and will be made and communicated to you as soon as possible after the meeting. There is no chance for a second appeal so you should therefore complete the form with as much details as possible and complete all relevant sections.

3. Before appealing

You MUST have looked at and be aware of our cancellations and refunds policy. This can be found in our Fees Policy (available on the website at:

<http://www.newcollege.ac.uk/about-the-college/policies-and-procedures>

- Or in the back of our Part-Time brochure.
- You should have completed and submitted all paperwork relating to any claim you have for entitlement to Government fee remission for one of the following reasons:- claim to full Level 2 or level 3 entitlement (for 19-23); or be in receipt of benefits. Please seek advice from the Fees Co-Ordinator if you are not sure.

4. When making the appeal – Guidance notes

Please read the following guidance notes and complete the form providing as much detail as possible to justify why you are unable to pay the course fee.

- **If describing a medical or health condition**, you need to explain any previous history and describe its impact on your attendance and study as well as provide medical evidence from your doctor/hospital naming the condition and showing appointments.
- **If you are unable to pay because of financial circumstances (individual or household)**, you must provide evidence of this. If you live independently we need evidence of your own income and benefits you receive. If you live with parents or a partner, this will include their income and any benefits. Household income for the purpose of this application is defined as **gross taxable income** for the household, including taxable benefits. It does not include means tested benefits or Disability Living Allowance/Personal Independence Payments.
- Please note that appeals stating that you were not aware of the level of fee before you applied are unlikely to be successful as the Fees Panel believe the onus is on you to check before you enrol. Likewise, appeals claiming that you received verbal advice regarding a lower fee from a tutor or anyone are also unlikely to be successful.
- **For students appealing retake fees:** The Government has withdrawn all funding for resits or retakes, unless there are exceptional circumstances or good educational reasons (with the exception of GCSEs in English and Maths where a grade C/4 or above has not yet been achieved). Increasing or improving grades where a student has already achieved a pass grade (which is E or above for A levels) is generally not deemed by the Government to be a good educational reason. For this reason appeals to improve grades are unlikely to be successful.